

**FEE STRUCTURE FOR VISA APPLICANT/VISA LETTER CASE FROM SUC (IN AED)**

**AY 2012 - 2013 (MAY/SEPTEMBER 2012 & JANUARY 2013 INTAKE)**

**MASTER OF BUSINESS ADMINISTRATION with emphasis on: ☒ FINANCE ☒ MARKETING ☒ HRM**

PARTICULAR	PAYMENT	AMOUNT	TOTAL (IN AED)
First Semester	Application Fee (Non-refundable)	1,000.00	17,500.00
	First Installment Fee (Non-refundable)	5,000.00	
	1 <sup>st</sup> cheque – upon enrollment	11,500.00	
Second Semester	2 <sup>nd</sup> cheque – 3 months from the date of 1 <sup>st</sup> cheque	11,500.00	23,000.00
	3 <sup>rd</sup> cheque – 3 months from the date of 2 <sup>nd</sup> cheque	11,500.00	
Third Semester	4 <sup>th</sup> cheque – 3 months from the date of 3 <sup>rd</sup> cheque	11,500.00	23,000.00
	5 <sup>th</sup> cheque – 3 months from the date of 4 <sup>th</sup> cheque	11,500.00	
Fourth Semester	6 <sup>th</sup> cheque – 3 months from the date of 5 <sup>th</sup> cheque	11,100.00	11,100.00
<b>SUBTOTAL FEES (including Registration &amp; Tuition Fees)</b>			<b>74,500.00</b>
<b>Book Fees for 4 semesters (AED 1,750 X 4)</b>			<b>7,000.00</b>
<b>TOTAL MBA FEES</b>			<b>81,500.00</b>

Fees Subject to change

**FEE PAYMENT TERMS**

**A. Admission Fees**

- At the time of admission, student-applicant must pay:

VISA APPLICANT	AMOUNT	VISA LETTER CASE FROM SUC	AMOUNT
Application fee (Non-refundable)	AED 1,000/-	Application fee (Non-refundable)	AED 1,000/-
First Installment Fee (Non-refundable)	AED 5,000/-	First Installment Fee (Non-refundable)	AED 5,000/-
Visa Fee (Applicable for a 3 year visa) – Fully Non-refundable once visa is filed	AED 5,500/-	1 <sup>st</sup> Cheque Payment (Non-refundable)	AED 3,850/-
Passport Guarantee (Refundable at the time of visa cancellation)	AED 2,500/-	TOEFL Exam Fee	AED 500/-
1 <sup>st</sup> Cheque Payment (Non-refundable)	AED 11,500/-	TOEFL Book	AED 400/-
2 <sup>nd</sup> Cheque Payment	AED 11,500/-	2 <sup>nd</sup> Cheque Payment - PDC	AED 3,850/-
3 <sup>rd</sup> Cheque Payment	AED 11,500/-	3 <sup>rd</sup> Cheque Payment - PDC	AED 3,800/-
TOEFL Exam Fee	AED 500/-		
TOEFL Book	AED 400/-		
1 <sup>st</sup> 3 months of Hostel Fees (AED 1,450/per month)	AED 4,350/-		
Hostel Deposit (Refundable)	AED 1,000/-		
<b>TOTAL FIRST PAYMENT</b>	<b>AED 54,750/-</b>	<b>TOTAL FIRST PAYMENT</b>	<b>AED 18,400/-</b>

- TOEFL (Institutional) exam fees of **AED 500/-** (subject to change) or IELTS-CES exam fees of **AED 875/-** (subject to change) is to be paid along with the application fees. Students holding required TOEFL (IBT) or IELTS (Academic) scores as per the admission criteria (mentioned in MBA Catalog 2012-2013) are exempted from the English Placement Test. Student appearing for TOEFL (Institutional) at SUC can repeat the exam maximum 2 times by paying the required fees.
- AED 400/-** [Compulsory] to be paid as rental for the TOEFL book or **AED 750/-** for purchase of IELTS book. If the student passes the exam, & returns the book along with the CD to the SUC in good condition; **AED 250/-** would be refunded back to the student and **AED 150/-** would be deducted as book rental charges.
- Book Fees of approximately **AED 1,750/-** for 4 semesters are included in the Total Fees. Book fee payment is a must even if it's not collected

**B. Miscellaneous Fees**

- Hostel fee is **AED 1,450/-** per month [subject to change] (inclusive of rent, water and electricity charges) on a twin sharing basis.
- Transportation fee is additionally charged as per published fees by Finance Dept.
- Monthly Installments fall due on the 1<sup>st</sup> day of every month and to be paid before 10<sup>th</sup> of every month after which fine will be applied as mentioned in the Student Handbook.
- Bounced cheques are charged with **AED 500/-**
- Change of Major Fee: First Semester-**AED 1,000/-**, Second-Third Semester-**AED 2,000/-** & Fourth Semester Onwards-**AED 3,000/-**
- Convocation fees of **AED 2,800/-** [**AED 2,000/-** MBA Graduation fees & Gowns + **AED 800/-** (AED 400/- per chip minimum of 2 chips as per MOHESR requirements & no. of additional chips depends on MOHESR)] are excluded in the fee structure.
- Students who wish to apply for TOC are required to pay **AED 300/-** additional as TOC processing fees. Once the TOC is granted, it will be informed to student along with the graduation plan for review & consent with signature.
- As per the MOHESR policy, student who doesn't meet the CGPA requirement of SUC for admission to the MBA Program; the following criteria apply:
  - CGPA 2.5 to 2.99 – Refer Policies on MBA Provisional Admission
  - CGPA 2.0 to 2.49 & 5 years work experience – Interview Form as per policy
  - CGPA 2.0 to 2.49 – Challenge Exam (**AED 500/-** per course) as per policy
 Above policies applies to Business graduates only. Non-business graduates have to take Pre-MBA Program (MQP) mandatory.

**C. Refund Policies (As per Annexure B2 – MBA Refund Policies)**

**D. Visa And Hostel Fees**

- Visa charges applicable only for 3 years of study, may be renewed (subject to approval) for an additional payment of **AED 2,750/-** Visa charges are fully non-refundable once visa is filed to Immigration Authorities. Subject to change as per Government rules and regulations. If a registered student wants to postpone to next succeeding intake, visa postponement charge of **AED 1,500/-** applies.
- 1<sup>st</sup> 3 months of Hostel Fees – **AED 4,350/-** [at the rate of **AED 1,450/-** per month (inclusive of rent, water & electricity charges)]. This is mandatory for those students who are not staying with their parent or guardian (direct relative living in UAE)

**GENERAL TERMS**

- Prospective student joining the SUC MBA Program is required to take English Placement Test of TOEFL (Institutional)
  - Student who successfully clears the exam as per the admission criteria (mentioned in MBA Catalog 2012-2013), embarks in MBA Main Program.
  - Student who does not clear the English Placement Test undergo the AIPC (IELTS Academic) as per the admission criteria (mentioned in MBA Catalog 2012-2013) and additional fees will be payable as per the published fees structure
- A student seeking admission with a BBA degree obtained from a non-business discipline is required to undergo the Pre-MBA program by taking seven courses at an additional fee as per the published fees structure. For Pre-MBA, refer to MBA Qualifying Program (MQP) Fee Structure which include options for Classroom Study & Self Study/Crash Course details

**I acknowledge that I have read & understand above mentioned SUC Payment terms**

DATE	STUDENT/GUARDIAN SIGNATURE
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**Bank Details: The National Bank Of Ras Al Khaimah (P.S.C.), Dubai, UAE**

**Account No.: 0024-409596-061**

**Swift Code: NRAKAEAK**

**Iban: AE 480400000024409596061**

**Beneficiary: Skyline University College LLC**

**Branch: Dubai, UAE**